



## **JOB VACANCY ANNOUNCEMENT**

**Announcement Number: 13-10**

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**OPEN TO:** All Interested Candidates

**POSITION:** COOK (*This is a non-USG position on contract with the occupant of the concerned USG Residence*)

**OPENING DATE:** Wednesday, April 24, 2013

**CLOSING DATE:** OPEN UNTIL FILLED

**WORK HOURS:** Full-time

### **BASIC FUNCTION OF THE POSITION**

Incumbent is responsible for preparing professional-quality official and family meals in the residence of the Deputy Chief of Mission. Applicant should be proficient in preparing Western and Arabic food; knowledge of other cuisines would be a plus.

### **MAJOR DUTIES & RESPONSIBILITIES**

- Responsible for developing menus, purchasing food, and preparing meals, as required.
- Prepare healthy food, ensuring excellent taste and professional presentation.
- Maintain high level of hygiene and good working condition of appliances, reporting any necessary repairs.
- Be adaptable to accommodate changes in the daily schedule.
- Must plan, manage, and prepare meals for official functions.
- Other duties as required.

### **QUALIFICATIONS REQUIRED**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of Elementary School or equivalent.
2. **Experience:** At least 3 years experience as a cook or caterer.
3. **Language:** English Level III, speaking and writing (good working knowledge).
4. **Other Skills:** Cheerful and polite demeanor, superior cooking skills.

### **ADDITIONAL SELECTION CRITERIA**

1. Must be able to pass a pre-employment medical examination.
2. Current employees serving a probationary period are not eligible to apply.
3. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Current resume or curriculum vitae;

2. Any other documentation (e.g. copy of essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

**SUBMIT APPLICATION TO**

By E-mail: [ManamaHRO@state.gov](mailto:ManamaHRO@state.gov)

By Fax: 17-242-807

**CLOSING DATE: OPEN UNTIL FILLED**

**The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.**

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Approved: MGT: DStoian; Cleared: AMonetta; HRO: VSmith